DOCUMENT RESUME

ED 060 887 LI 003 555

AUTHOR	Lakhanpal, S. K.
TITLE	A Manual for Recording Serial Publications in Kardex, Revised Edition.
INSTITUTION	Saskatchewan Univ., Saskatoon. Murray Memorial Library.
PUB DATE	71
NOTE	44p.; (0 References)
AVAILABLE FROM	Murray Memorial Library, University of Saskatchewan, Saskatoon, Canada ($2.00)
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Filing; Foreign Countries; *Information Processing; *Library Technical Processes; Manuals; *Periodicals; Recordkeeping; *Serials
IDENTIFIERS	*Kardex

ABSTRACT

Recording of serials is among the very important functions of a serials department. It helps in controlling the in-coming serials, claiming the not-received and missing issues, and answering inquiries regarding the current holdings of the library. This manual briefly describes the 3x5 file card system of recording serials, defines the various types of serial publications, and then provides a complete discussion on the use of the Kardex method. The various Kardex processes and notations discussed here are: date stamp, call number, plastic indicators, missing issue slips, duplicates, titles on display, removal from the reading area, reprints, separately cataloged items, titles not in the Kardex, invoicing, withdrawal of cards, filing, back issues, damaged journals, errata and information sheets, and notes. Included are several examples of sample forms used in the process of recording serials. (SJ)

ED 060887

A MANUAL FOR RECORDING SERIAL PUBLICATIONS IN KARDEX

(Revised Edition)

S. K. LAKHANPAL

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SASKATOON
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INTRODUCTION

In the modern world of scientific and technological development with all its explosion of knowledge, books have ceased, to a great extent, to be of very great value because the contents become outdated as soon as they reach the hands of scholars. Hence serials invariably give the researcher an up to date information because they report the results of the current research being carried on in the laboratories all over the world. Serials include periodicals, annual reports, yearbooks, journals, bulletins, memoirs, proceedings and transactions of learned societies, newspapers, occasional publications from societies, sets of volumes, i.e. continuations, etc. This presents a great challenge to the serials departments in academic and research libraries. Howsoever great the serials collection of a library may be, if it is not recorded, controlled, and serviced properly, it is not of very much use to the scholar.

In the following pages I have discussed the system of recording serials.

It seems that handling of serials poses problems in every type of library. The first edition of this manual was exhausted in a few months. Owing to a great demand for some help in dealing with serials I have revised the manual to make it more suitable for general application and also to make it more useful for setting up recording procedures in the serials department of any library. Of course, the procedures will have to be adapted to varying needs and purposes of different types and sizes of libraries.

Serials Dept. Murray Memorial Library
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S.K. Lakhanpal

Photographs on pages 5 and 6 are taken from the Sperry Rand Corporation brochure entitled *Decisive management through visible control.*

2.

METHODS OF RECORDING

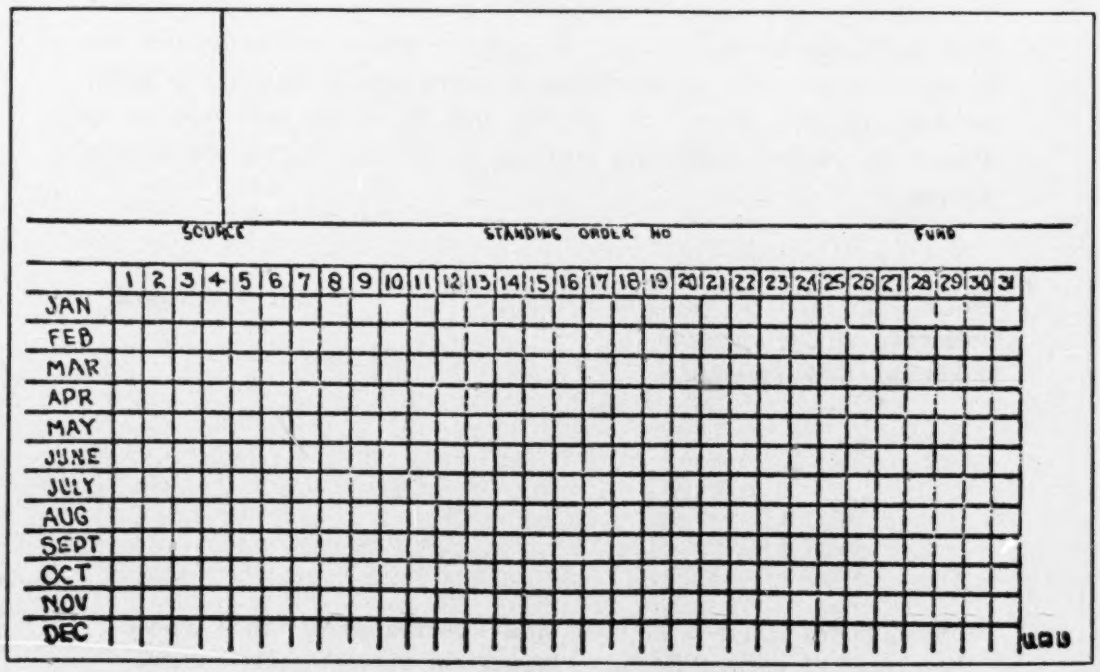
Recording of serials is among the very important functions of a serials department. It helps in controlling the in-coming serials, claiming the not-received and missing issues, and answering enquiries regarding the current holdings of the library. In fact a serials department cannot exist without some system of recording the serials being received in the library.

There may be several methods of recording serials but most commonly used are two:

1) 3 x 5 card file
2) Kardex

3 x 5 card file is a file on cards of standard library size. Printed cards suitable for serials with varying frequencies are used (see samples below).

Card no. 1



This card is used for recording daily newspapers.

Card no. 2

SOURCE | STANDING ORDER NO. | FUND

YEAR	VOL	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	

This card is used for recording monthly, bi-monthly, quarterly and half-yearly journals

Card no. 3

SOURCE | STANDING ORDER NO. | FUND

YEAR VOL

WEEK	1ST	2ND	3RD	4TH	5TH	WEEK	1ST	2ND	3RD	4TH	5TH
JAN						JULY					
FEB						AUG					
MAR						SEPT					
APR						OCT					
MAY						NOV					
JUNE						DEC					

ULOD 16

This card is used for recording weekly publications.

4.

Card no. 4

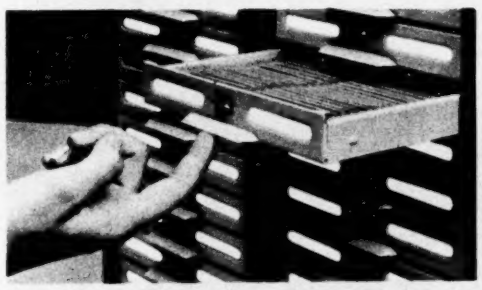
SOURCE	STANDING ORDER NO.	FUND

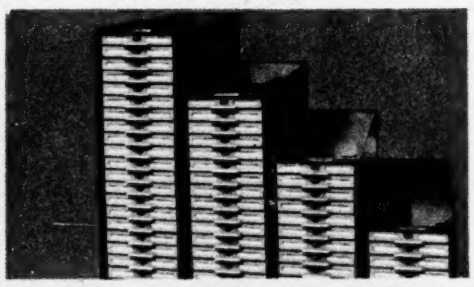
This card is used for recording annual and irregular publications.

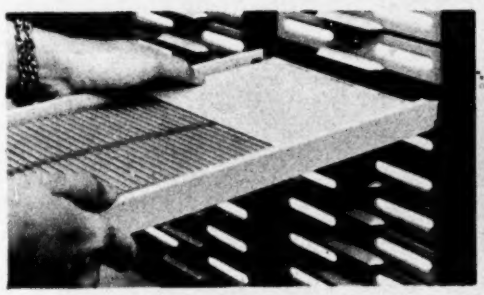
All information which is necessary to identify a title is given on these cards. The call number, the title, the place of publication, the source and the standing order number, the fund from which it is paid and the location of the serial are all typed on the card.

The 3 x 5 card file is useful in a library system where two records are maintained; one is called the Current Check list and the other is called the Holdings File or the Central Serials Record. Periodically the records from the Current Check list are transferred to the Holdings File. In the Public Catalogue the students are referred to either of the two records for library holdings of various serials, Current Check list for current material and Central Serials Record for back files.

Kardex method is used by more libraries and departments. Kardex is the ideal kind of record equipment for the control of virtually every type of record that must be posted quickly and conveniently. There are several sizes and kinds of Kardex available. The most suitable unit for library records is the standard Kardex unit 15" x 8" x 24" carrying 15 trays in each section. Each tray in the section can carry up to 60 6" x 4" cards. This size is very compact and convenient to use.

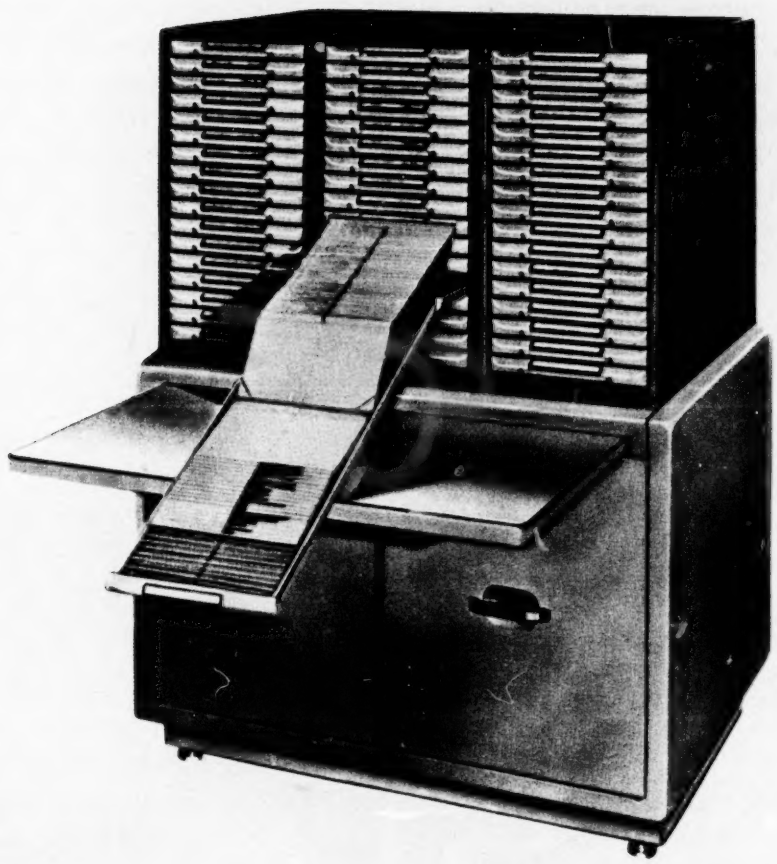






Depending on the size of the serials collection, Kardex can be divided into two or more sections. One person can conveniently handle three to four thousand titles in a job where the normal working day is eight hours. Each section should be placed on a separate table. The table should be large enough to allow sufficient working space in front of the Kardex for the tools of the trade as well as space for the journals being worked on.

6.



TYPES OF SERIAL PUBLICATIONS

A serial can be defined as a publication which is issued at regular or irregular intervals with some scheme for *consecutive* numbering and intended to be continued indefinitely. For the purpose of recording, a serial is taken to mean any publication issued serially.

Serial publications can be divided into several distinct categories:

1. *Proceedings* and *transactions* of *academic* societies
   All such publications will be entered under the name of the society which is responsible for the publications.
   e.g. American Mathematical Society. Transactions.

2. *Memoirs, reports* and *annuals* of organizations and societies. These will also be entered under the name of the society.
   e.g. Saskatchewan Historical Society. Memoirs.

3. *Journals* and *bulletins* of academic societies which do not have a distinctive title. These will be entered under the name of the society.
e.g. Canadian Medical Association. Journal.

If the cover has as the title the abbreviated form of the society's name followed by the word journal, the same is used as entry on the Kardex card.
e.g. AIChE Journal. (American Institute of Chemical Engineers)
e.g. ASHRAE journals. (American Society of Heating, Refrigerating and Air conditioning Engineers)

4. *Journals which have a distinctive title.* All these are entered under the title.
e.g. Nature
Scientific American

5. Journals which have a distinctive title but use abbreviations. These are entered under the abbreviated titles.
e.g. AACTE newsletter.
It is a newsletter of the American Association of Colleges for Teacher Education. This title will be filed in the beginning of the letter A and will be interfiled with all others using abbreviations.

6. *Serial publications of some institutions and academies in European countries.*
These are entered under institutions and academies, the main entries for which begin with the name of the place where they are located
e.g. Paris. Institut Pasteur. Bulletin

7. Most U.S., Canada, and Gt. Britain government publications are entered under U.S., Canada, or Gt. Britain.
e.g. U.S. Nasa Contractor reports.
Canada. D.B.S. Canadian statistics.
Gt. Britain. Geological Survey. Bulletin.
But there are exceptions, so if the recorder does not find it under U.S., Canada, or Gt. Britain she should look under the obvious title or under the varying name of the issuing agency.

In addition serial publications can be further divided into seven categories according to their frequency:

1. Daily
2. Weekly or bi-weekly
3. Monthly

8.

4. Bi-monthly
5. Quarterly
6. Half yearly
7. Annual and irregular.

In every library there is a receiving area near the delivery gate. All the serials will be received in the mail once or twice every day. If the Serials Department has enough work area a large table should be kept for the purpose of opening the mail and sorting the serials. The library clerk in-charge of mail should bring all the serials mail and leave it on the specified space in the serials work area. If the Serials Department does not have enough work area, space in the mail-receiving room should be provided for the serials mail. Once a day in the afternoon the serials staff member reaponsible for that work should open the mail. He should be instructed to insert the wrappers in the journals. The wrappers are helpful in identifying the title in case of a question about its receipt in the library. The wrapper indicates whether the journal is meant for our library, is received free, is a sample copy, or is meant for some other library but was mistakenly sent to this library.

All the journals should then be sorted out and arranged in alphabetical order by obvious title. These should then be brought to the Kardex area and put on the shelves designated for journals waiting to be recorded. In case of a small library the journals can be put right on top of the Kardex. The recording clerk can pick up the journals and take them to her section of the Kardex for recording.

RECORDING IN THE KARDEX

Journals are mostly entered by:

1. Year, volume number and issue number under date of journal.

2. When there is no volume number, these are entered by year of publication and the issue number is entered under the date.

3. When there is neither volume number nor issue number, these are entered with a tick (✔) under date of issue.

4. Weekly journals are entered by year, volume number and issue number plus date, e.g. 1969 vol. 10, 16/18.

5. Monthly journals are entered by year, volume number and issue number with either the number or a tick (✔) put in the box for the appropriate month.

6. Bi-monthly journals are entered just as no. 5 (above) with the issue number written on a line dividing the two months covered by the publication.

7. Quarterly journals are entered just as no. 5 (above) with the issue number written in the box for the middle month of the quarter, or under whichever month is printed on the journal and a line drawn to cover the three months of the quarter. Some journals are designated by season such as Spring issue, Fall issue, Winter issue, etc. These can be entered in the months covered by the season. The recorder must watch for Australian, New Zealand and South African publications since the seasons are different in those countries.

8. Half yearly publications are entered just as no. 5 (above) with the issue number written under the month which appears on the journal. If no month or date appears, record the same under the month in which it is received.

9. Annual publications are entered by year and volume number with an indication of date received. The same is done for irregular publications.

ANNUALS AND IRREGULAR PUBLICATIONS

In most libraries unbound issues of serials are not accessioned but annuals and continuations, whether regular or irregular, are accessioned like monographs. When all the issues which constitute one complete volume are received they are bound and accessioned as one physical volume.

All the annual or irregular publications and bound volumes of journals should be added to the Main Shelf list, or Branch Shelf lists. The Kardex card for all such publications should have a note saying "add" or "access and add" or "add but don't access." After recording these items should be placed on shelves designated for additions. The additions clerk can pick up these titles and add the same to the Shelf list and prepare them to be despatched to the appropriate locations.

DATE STAMP

All the serials which go through the recording process should have a date stamp which should be stamped on the cover. In case of any question this stamp will indicate the date when a particular serial was recorded in the Kardex. If the cover is of a dark colour it is stamped on the first page inside the cover. In the cases of hard cover journals, annuals and irregular publications no date stamp is necessary because the additions clerk will put the stamp on when she adds them to the shelf list. All indexes irrespective of size and cover should be date stamped.

10.

CALL NUMBER ON PUBLICATIONS

Each serial should have a distinctive call number (some libraries do not classify their serials) which should be clearly written on the cover – usually on top left hand corner. In cases where a journal has a dark or black cover or a very glossy surface white labels should be used for the call number. Alternatively the top right corner of cover may be cut and the call number written on the page underneath. Call number should include the volume number, issue number and the year/month and year of publication or any other variations of these. Serials going to the branch libraries should have the branch library symbol on top of call number.

Some very commonly used forms of call numbers are as follows:

1. Engin.
   TK
   1
   .I.6A3
   v. 15
   p. 151-188
   My 1969

2. D
   410
   .H83
   Ser. 2
   v. 1
   No. 3
   1969

3. D
   410
   .H88
   no. 194
   1969

4. N
   1
   .F72
   Je. 1969

5. Z
   7125
   .F8
   Sec. 519
   vol. 23
   no. 1
   1969

6. Geol.
   QE
   185
   .A45
   Paper 68-40
   1968

7. Ref.
   DS
   777.53
   .C54C
   21st
   1967-68

PLASTIC INDICATORS

These are plastic strips of orange or any colour about 3½ inches long and about ¼ inches wide. These are used as signals to indicate the receipt or

non-receipt of journals. These indicators are inserted in the visible part of the Kardex card.

It is a handy way of making claims for non-received items because the recorder can check at a glance at the Kardex tray as to how many titles, have not yet been received. These indicators must be moved to correspond with which issue is most recent. This should be done every time an issue is recorded in the Kardex. If the June issue of a monthly journal is received and recorded the indicator must be moved to the end of the box for June. However, if the May issue or other issue previous to June is not received yet, a missing issue slip must be made before moving the indicator. In most cases a red dot is put in the box for the month or week for which the missing slip is made.

In cases of quarterly or semi-annual publications plastic indicators should be moved to immediately precede the month the next issue should be published.

Some libraries use different coloured indicators to show the difference in frequencies.

MISSING ISSUE SLIPS

It is difficult enough to get a new subscription to a journal started but it is all the more difficult to keep it coming. Without some kind of control device it will become impossible to know which titles have been received and which not. Claiming of non-received titles is a full time job even in a medium-sized library with say 5000 current subscriptions.

The Kardex recorders have to be very alert in helping the claims clerk to do a good job. If, while recording an issue of a periodical, the recorder finds that an earlier issue has not yet been received she should make a missing issue slip. Printed slips can be used for this purpose with blank space for title, call number, missing volume and issue number, date, frequency and publisher or agent. This missing issue slip is then placed in the box designated for this purpose. This box is kept on the table of the claims clerk.

After writing the missing issue slip the recorder should put a mark (say a red dot) in the box where the missing issue would have been recorded if received in time. This dot serves two purposes. One, it shows that some action has been taken with regard to this title; two, it prevents the recorder from making unnecessary missing issue slips.

Multiple Subscriptions

The Kardex recorder should be very careful in case of a journal for which the library has *Multiple Subscriptions.* For multiple subscriptions there should be a separate card for each subscription. The publishers have a bad habit of sending the journals for each subscription separately. This means if a library has three subscriptions to a journal it is not necessary that all the three copies will come in one package or at one time. One copy may come one day and the other may come two days later or even a week later, or may not come at all. Several times it is found that in cases of multiple subscriptions missing issue slips have not been made until several of the issues have failed to arrive.

In such cases the recorder should keep some indicator or reminder when she received the first copy. She can do one of several things.

1. She can make a missing issue slip for the copies which are not received and hold this slip to be checked again after three to seven days. If the subsequent copies have not yet been received she can pass on the slip to the claims clerk.

2. She can make a note on her calendar to check that title again after three to seven days and if the subsequent copies have not yet arrived make the missing issue slip.

3. She can use coloured signals to mark the cards and the Kardex tray. One colour can be fixed for one day. If she records the first copy of a multiple subscription on Monday she can put the green signal (if she fixed green for Monday) on the tray and the card. This means she will check that title next Monday.

I think the second method is less complicated. The recorder can mark her calendar on the date she wants to check that title again. Every morning she can check her calendar whether any title is to be checked. If she finds the title still missing she can make a missing issue slip.

Claims Clerk

The job of a *Claims Clerk* is really a challenging one. She gets the missing issue slips from the recorders. She checks whether payment on each title is up to date. If so, she will check with the Branch Library (only if the title goes to a branch library) whether it is shown there too as not received. Then she will send out the claim notice either to the agent or the publisher as the case may be. In most cases the missing issue is received within reasonable time. When the missing issue is received it is recorded in its proper place and the red dot is removed from the Kardex card and the missing issue slip is withdrawn from the box and discarded.

In cases where the claim card does not bring the desired effect a more detailed letter is written to both agent and publisher.

DUPLICATES

While recording an issue of a journal if the recorder finds that it is already recorded in the Kardex she should think of one of several possibilities. There may be a second Kardex card for the same title meant for some other location. In some cases there may be as many as six Kardex cards for one title because the library gets six copies of this journal for six different locations on campus. (I am personally against recording all the copies of a journal on one Kardex card because it causes a lot of confusion for the claims clerk), If there is a second card she should record the journal in hand and send it to its location.

If there is only one Kardex card, before entering the issue in hand as copy 2 she should check the master file to see if it is really a duplicate or if it belongs to a second subscription which has been ordered for another location. If it is a second subscription it should be given to the serials cataloguer with the other relevant slips.

If it is not a second subscription she should record it in the Kardex by putting a small (2) in the lower right corner of the box in which the first copy has already been recorded. This second copy should be sent to the same location where the first copy goes. In such cases add "c.2" under the complete volume if the journal is bound.

TITLE PAGES, CONTENTS PAGES AND INDEXES

Title pages, contents pages and indexes are very important because journals cannot be bound without indexes, etc. The researcher's patience will be put to a hard test if, let us say, 12 issues or 26 issues of a journal are bound together without the contents pages or an index and he has to skim through all the pages to find out what was published in all the issues of that particular journal.

The recorder has to be very careful in catching these indexes and contents pages because these are sent by the publisher in various forms. Some of the common forms are:

a. mailed in separate covers.
b. included in the last issue of a volume.
c. constitutes the whole last issue of a volume.
d. included in first or any later issue of next volume or may be over a year late.
e. may be separately printed and bound in loose form in any of the above situations.

f. may be bound in the issue it accompanies.

Some monthly and quarterly indexes are superseded by an annual index, so when the quarterly index is received the monthly index should be discarded, and when the annual index is received the quarterly index is discarded.

TITLES FOR DIFFERENT LOCATIONS

The Serials Department in a university library is always the central receiving station for journals meant for all locations on campus. All these locations except the Main library should be given some symbol which should be used for identifying various locations. Some of the common locations can be Law, Engin., Geol., Med., Ref., etc. These location symbols should always be added on top of the call number with the exception of journals which are to be shelved in the Main library. These location symbols should appear on the Kardex card to the left of the Call number.

If there are some journals which are received in multiple copies for different locations there should be a separate Kardex card for each location. Each card should be clearly marked whether it is the first subscription or second or a subsequent subscription. If all copies of the journal for which there is a multiple subscription are received at the same time one copy can be recorded on each Kardex card for that journal. But if the copies do not come together the first copy received should be recorded on the first card and the second copy received should be recorded on the second card, and so on. If the claim is to be made for any copy which is not received the claim slip should clearly mention which copy is being claimed.

As in every academic library system there are always branch and departmental libraries in addition to the Main library. The Serials Department should form a policy regarding indexes. Should the indexes for branch library journals be sent to the branch library concerned or should all indexes be kept in the Bindery Section? The better method would be to send all title pages, contents pages and indexes to the location where that particular journal is shelved. This will help the librarian to use the index till the journal is in her library in unbound form and later it will help her to prepare the material for binding.

Whatever the location of the indexes the recorder should place the call number at *upper* right hand corner of all and date stamp them. She should also indicate on the Kardex card the date the index is received. This will benefit both the recorder in knowing when to expect the index and the Bindery Section in anticipating the binding of the journal.

Indexes received in permanently bound form and all cumulative indexes should be recorded and given to the additions clerk.

NOTES

Sometimes different treatment is given to some journals. The recorder who works with the journals all the time remembers a lot of these variations but it is impossible to remember everything. Moreover, there is such a turn-over of staff that it is risky to let one person do things which are not recorded anywhere. If that person is away for some reason no one else will be able to do a good job of recording. Therefore it is a good habit to note down on the Kardex card anything which is important and which is different from the usual routine.

For example, at the University of Saskatchewan in the Kardex card there is a note: "send to Commerce but do not include in call number". This means that the recorder should record the journal as usual, writing the call number at its usual place and send it to Commerce library without writing the symbol for Commerce library above the call number as is done for journals going to other branch libraries. There is another note: "add but do not accession". This means the recorder has to give the journal after recording to the additions clerk but has to put a slip in it saying "Do not accession". If this is not done the additions clerk will accession it, make a pocket and book cards/PBC for the journal which is all unnecessary.

Rotation of Journals

Some other notes are regarding *Rotation of Journals* to some faculty member or some branch library or department. Sometimes a professor wants to see a journal as soon as it is received in the library before it is sent to its permanent location. In all such cases there should be a pencil note in the Kardex giving the name of the professor near the call number. In libraries where the rotation of periodicals to faculty is not the responsibility of the serials department the question of such notes does not arise.

In some other cases when the library has one subscription to a journal for the main library or a branch library and another branch library wants a second subscription to the same journal one of two things is done:

1. a second subscription is ordered.
2. the journal is put on rotation to the second branch library if the needs of this library can be satisfied like this.

If the journal is put on rotation a note has to be kept on the Kardex Card,

In all such cases after recording that journal will be sent on rotation to the professor or that department or that branch library for two weeks. A slip should be attached with relevant information. When it is received back in the serials department after two weeks it should be checked in the

Kardex again and a small ✓ put by the number on the Kardex card. This is an indication that the journal has been returned. After this it is sent to its permanent location. In cases where a journal belongs to one branch library and is to be rotated to another branch library the Serials Department should send the journal to the second library with the rotation slip. The branch library should send it to the first branch library after two weeks where it will be permanently located.

TITLES ON DISPLAY

In every library there is a periodical reading room where current issues of most of the journals are kept. Journals in this room are not circulated. There are several reasons for keeping a separate reading room for current journals. The main reason is to make the current issues of journals available at one place rather than scatter them all over the stacks. Moreover, if they are shelved in the stacks they are liable to loss or damage. I have seen articles disappear from journals, especially journals on Education and Art, very soon after they are shelved in the stacks. Another reason may be to save the journals from being mis-shelved by some jealous or narrow-minded students who want to reserve the journals for themselves and don't want other classfellows to read the same.

Many different types of arrangements are currently being followed in different libraries. Latest issue in reading room, all earlier issues in stacks; the last two issues in reading room and all earlier issues in stacks; latest issue in reading room on shelf and all earlier unbound issues of the volume in a box underneath the shelf (special shelves with boxes can be custom made). The last method is useful because until a journal is bound it stays in the reading room, and this means a lot of saving because losses are fewer and money spent on replacements is less.

Ordinarily when a new journal is catalogued the serials cataloguer decides after consultation with the serials librarian whether it should be put in the reading area. Journals appearing once a year or irregularly are not shelved in the reading area. The serials cataloguer after cataloguing the journal passes it on to the reading area clerk along with the Kardex card and the decision slip saying that it is to go on display.

The reading area clerk should then

1. add the journal to the *list of titles* in the reading area.
2. make up label-for-display, attach it to the front cover of the journal.
3. write a note advising
   a. Reference Department
   b. Circulation Department

of the addition of this journal. The note shows title and call number. The reading area clerk will then make room for this new title on the appropriate shelf in the reading area, put the label on and put the journal on the display rack.

For convenience some symbol should be used to identify journals going to the reading area. The same symbol can help the staff separate the reading area material from the branch library material. Some libraries use two symbols.

i.) ★ ii) DISPLAY ONLY

The recording clerk should remember if some earlier issues of a journal which goes on display in the reading area are received when the current issue or issues have already been received and displayed, earlier issues are not supposed to be displayed except in the case of libraries where all the issues of a journal are kept in the reading area until bound. The ★ and *display only* stamps are not necessary for such material.

REMOVAL FROM READING AREA

When it is decided to remove a journal from the reading area the reading area clerk should

a) remove publication from reading area.
b) remove label from the display rack
c) remove from "List of titles on display"
d) advise Reference and Circulation Departments
e) remove star ★ from the Kardex cards

REPRINTS

If the Serials Department receives reprints of articles or parts of journals the recorder should always check whether the journal from which the reprints have been made is currently being received in the library system or not.

1. If the journal is in the Main library the reprint should be discarded unless it is separately ordered by some department in which case it should be forwarded to the Acquisitions Department to be treated as a monograph.

2. If the journal is shelved in a branch library the reprint should be forwarded to the same branch library unrecorded. However, if the reprint was ordered by some other department it should be forwarded

to the Acquisitions Department where it will be treated as a monograph and catalogued for that department.

3. If the journal is not being received in the library system the reprint should be forwarded to the Acquisitions Department where it will be treated as a monograph for cataloguing purposes.

4. Some reprints from various journals are used to form another series which is being recorded in the Kardex. In such cases, record and proceed as in the case of other journals. e.g. A reprint from the Bulletin of the Seismological Society of America. vol. 58 no. 5, Oct. 1968 is also called vol. 8, no. 20 of the Contributions from the Dominion Observatory of Canada. It should be recorded in the Kardex under Canada. Dominion Observatory. Contributions.

SEPARATELY CATALOGUED ITEMS

There are some numbered publications each item of which has to be catalogued under its own author/authors and title in addition to being recorded in the Kardex under its series entry. This material can be of two types. One, numbered publication in which each item is classed as a set; and two, numbered publication in which each item is classed separately. All such items get a double treatment i.e. they are recorded as a series and also are catalogued as a monograph under their own author and title. Therefore, the recorder should forward all such items to the Acquisitions Department after recording in the Kardex. It will be good if some symbol or note is kept on the Kardex card. The note could be "Record and pass to Acquisitions for separate cataloguing".

If each item has to be classed separately there should be no call number written on the Kardex. In such cases the recorder should proceed as follows:

a) Record the item as usual and date stamp it.
b) Put the branch library symbol (if it is a branch item) at the left hand top corner of the cover if soft bound, on the top left corner inside of cover if hard bound.
c) Put an instruction slip in the publication and send it to Acquisitions Department, put her initials and date on the slip.

If each item is to be classed as a set proceed as above and in addition put the call number at the appropriate place in the publication.

TITLES NOT IN THE KARDEX

The recorder should make it a habit to look on the wrapper to ascertain the correctness of the address before starting to look in the Kardex and other places. This will save trouble. If while looking under the obvious title the recorder does not find a journal in the Kardex she should look under other alternatives i.e. under the name of the issuing body or government agency. If she is sure it is not in the Kardex she should look in the Master File, Sample File, Central Serials Record and Main Catalogue or any other files which are kept in the Serials Department.

(i) Master File: Most libraries keep a file on 3 x 5 slips containing one slip for each title which is received in the library system or which is on order for the library system through the Serials Department. The remaining slips from the new order fanfold are also kept in the file to be retrieved at the time of arrival of the first issue of that title.

When she looks in the Master file if it indicates that it is a new subscription she should pull the fanfold, record the issues on a blank Kardex card, place ✓ on top of first issue and $\overset{c}{\checkmark}$ on succeeding issues received at the same time and date stamp each issue. Then she should slip Kardex card and fanfold between cover and first page and should place on shelf designated for the purpose of new arrivals waiting for cataloguing.

After it is catalogued the serials cataloguer should return it to the Kardex recorder. Then she should add call number on each issue and send to whichever library it belongs to. She should file Kardex card in proper place in the Kardex. The plastic indicator should also be inserted at this stage.

(ii) Sample File: Many publishers and societies send sample copies of their publications, both old and new, to all the academic libraries. This is done to introduce their journals etc. to the academic world. A considerable amount of this literature is propaganda material which is sent unsolicited to all types of libraries. The serials librarian has to decide whether this material is useful enough to be incorporated in the library collection. This work is done by the Gifts and Exchanges Section in the libraries where there is such a section.

If the decision is made to keep the material in the library, steps are taken to get the material regularly, either gratis or after payment as the case may be, and it is catalogued.

The sample file is a file on 3 x 5 cards containing one card each for all the titles received free in the Serials Department but are not catalogued. In cases where it is decided not to keep more than one copy on the sample shelves the card in the sample file should have a note "Discard" which means that any more copies received will be thrown away.

New titles which the serials librarian decides to put on the sample shelf should be placed on the desk of the clerk concerned. She will make a sample file card and file it in the sample drawer. She will then put the journal on the sample shelf.

(iii) Central Serials Record: This is a file on 3 x 5 cards and is supposed to be a complete and up to date record of serials holdings in the library system. The public catalogue always refers the reader to this file if he is interested in finding out what the library holdings of a particular journal are. It also should help to find out which numbers of a numbered series or monographic series the library has. In fully automated libraries this information will be held in computers which will mean easy access to the information and less manual work to keep the information up to date.

If she does not find the title in any of these three places she should check in the main catalogue. If it is not there she should attach a slip to the journal with a note: "not in Kardex, master file, sample file, central serials record or main catalogue", and put it on the desk of the serials librarian. He will then decide whether the item should be catalogued or put in the sample file or discarded, or be sent to the Acquisitions Department for separate cataloguing.

There can be another possibility. The journal she is searching for may be a case of title change. The library may have the journal under the earlier title in the Kardex and everywhere else. This fact is almost always mentioned in the journal itself. So when she does not find it in the records she should check whether any information is given about a possible title change or a possible change in the name of the issuing agency or government body. In cases of title change the recorder should give the publication to the serials cataloguer with a note mentioning the earlier title and the call number.

INVOICES IN THE PUBLICATIONS

A number of foreign journals, law books and Great Britain H.M.S.O. publications come with invoices inserted in them. Mostly these invoices are

between the cover and first fly leaf. These must be removed and given to the serials staff member looking after invoices. The recorder should write on the right hand top corner of the invoice in pencil that the publication has been received with the date on which received.

WITHDRAWAL OF CARDS

Sometimes the recorder has to withdraw some cards from the files for correction or addition of some information. She should make it a habit to place a dummy slip leaving title, call number, date and her initials whenever she removes a card from the Kardex, Central Serials Record, Master File, etc. If the card which she withdraws and hopes to file back in five minutes stays on her desk for a day or a week due to one reason or the other, people will know from the dummy slip where to find the card.

FILING IN KARDEX

Cards in the Kardex are filed alphabetically by title, if it is obvious, otherwise it is filed under the name of the issuing agency. Titles with abbreviations come before the ones which are spelled out. e.g.:

NLL – – – – – translation
NMA – – – – – journal
NRC – – – – – technical translation
NRC – – – – – DRC Technical paper
NRC – – – – – (U.S.) H.R.B. Circular
NTZ
Names
Nation
National Merchandizer
Nato letter
etc., etc.

BACK ISSUES

One of the responsibilities of the Serials Department is to complete the runs and fill the gaps in the holdings of journals being received in the library. Where the library started the subscription with the second or later volume of a journal an attempt is always made to complete the holdings by acquiring the earlier volumes. Depending upon the internal arrangement these back issues are either ordered by the Serials Department or the Acquisitions Department. When the back issues arrive the serials cataloguer adds them to the Central Serials Record and main or branch shelf lists. These are also recorded in some cases in the Kardex.

If the recorder finds that some complete volumes or some incomplete volumes can be completed with the back issues now received she should send the complete volume to the bindery clerk for binding.

DAMAGED JOURNALS

Some journals are damaged in transit due to several reasons. If the damage is small and the journal can be used both for consultation and binding the recorder should ignore the damage. If the damage is too much it should be reported to the serials librarian who will authorize claim for a duplicate copy.

ERRATA SHEETS

Sometimes errata sheets for some issues of journals are received. These sheets are especially important for scientific and technological journals. Whenever such errata sheets come the recorder should do as follows: either - If the journal is kept in the main library the recorder should go to the stacks (of course, it depends on the size and location of stacks) and make the correction and put the errata sheet under the cover. A piece of scotch tape should be put to hold the errata sheet in the journal or, if the journal goes to a branch library, she should send the errata sheet to the branch library with a note saying that it should be inserted in the particular issue of the journal.

INFORMATION SHEETS

These sheets contain very important information and come inserted in some issues of journals. These could tell about title changes, temporary suspension of journals, price changes, changes in frequency of journals, split of journal into two or more titles, mergers of journals etc. The recorder should bring all such information to the notice of the serials librarian and if necessary keep some note in the Kardex for future guidance.

NOTES IN THE KARDEX

There are several types of notes on the Kardex cards either written on the card itself or written on slips attached to the card. Whenever the recorder records a title she should watch for these notes. There may be some important instruction or direction given regarding the issue she is recording.

SAMPLES

Every library has some kind of printed forms to be used for various routine jobs in the various departments. In the following pages I reproduce various types of form letters, slips, and Kardex cards being currently used in the Serials Department of the Murray Memorial Library of the University of Saskatchewan, Saskatoon, Canada.

MURRAY MEMORIAL LIBRARY SERIALS DEPT.
UNIVERSITY OF SASKATCHEWAN
SASKATOON, CANADA

LIBRARY

Missing Issues

The following issues have not yet been received.
Please claim as soon as possible.

Title:

Missing Issues:

Serials Librarian

Sample 1. Missing issue claim letter

MURRAY MEMORIAL LIBRARY SERIALS DEPT.

UNIVERSITY OF SASKATCHEWAN

SASKATOON, CANADA

LIBRARY

Re:

We are receiving more than one copy of this publication. Would you please check your mailing list. Our agent is

Enclosed are two addressograph labels. The correct address is:

Serials Department,
Murray Memorial Library,
University of Saskatchewan,
Saskatoon, Saskatchewan,
Canada.

Please delete the second address.

Thank you for your prompt attention to this request.

Serials Librarian

Sample 2. Duplicate-copy-receipt report letter.

MURRAY MEMORIAL LIBRARY, SERIALS DEPT.
UNIVERSITY OF SASKATCHEWAN
SASKATOON, CANADA

LIBRARY

Dear Sir:

Thank you very much for the material you sent us on exchange.
Enclosed you will find in the value of $
to refund your mailing expenses.

Yours sincerely,

Sample 3. Acknowledgement letter for material received on exchange.

LIBRARY

UNIVERSITY OF SASKATCHEWAN

SASKATOON, CANADA

Gentlemen:

Reg:

We have not received anything on our order no. sent to you through our agent on Please check your records and report to:

Serials Department
Murray Memorial Library
University of Saskatchewan
Saskatoon, Sask.
Canada

Thank you for your prompt attention to this letter.

Sincerely,

Serials Librarian

Sample 4. Follow up letter to publisher for new orders

UNIVERSITY OF SASKATCHEWAN
SASKATOON, CANADA

LIBRARY

Gentlemen:

Reg:

We have not received anything on our order

no. sent to you on

Please check your records and report to:

Serials Department
Murray Memorial Library
University of Saskatchewan
Saskatoon, Sask.
Canada

Thank you for your prompt attention to this

letter.

Sincerely,

Serials Librarian

Sample 5. Follow up letter to Agent for new orders

Title

Missing Vol. No. Date Year

Weekly Monthly Quarterly

Dealer

Sample 6. Blank missing issue slip

Title American journal of Anatomy

Missing Vol. 128 No. 2 Date June Year 1970

Weekly B/ Monthly Quarterly

Dealer Direct

Sample 7. Completed missing issue slip

31

SERIALS DEP'T. MURRAY MEMORIAL LIBRARY
UNIVERSITY OF SASKATCHEWAN
Saskatoon, Saskatchewan, Canada

Date .....

Gentlemen:

The University Library has failed to receive:

Your assistance in securing the missing issue(s) will be appreciated.

Sincerely,

Serials Librarian.

Sample 8. Claim card

REQUEST FOR MISSING ISSUES

Date .....

Title .....

Issue(s) missing .....

Please send to: .....

.....

.....

Order placed by our Agent

Wm. Dawson Subscription Service Co. Ltd.

A Division of the Franklin Square Agency Inc.

SIX THORNCLIFFE PARK DRIVE, TORONTO 17, CANADA

Please contact our Agent should you require information.

Sample 9. Missing issue request card

PLEASE RETURN

V ..... No. .....

By .....

Returned:

Date .....

Signed .....

Sample 10. Blank rotation slip

Phys.

PLEASE RETURN

V ...26... No. ..4.....

By .....Aug. 20, 1970.....

Returned:

Date .....

Signed .....

Sample 11. Completed rotation slip

TITLE THE LEADER POST — FREQUENCY Daily ex Sunday

PUBLISHER OR AGENT Regina, Sask. — SUBSCRIP. DATE

ADDRESS Direct — NOS. PER VOL.

BOUND — VOLS. PER YEAR

PREPARED — IN BINDERY

YEAR	VOL.	MO.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1969		JAN.	H	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓
		FEB.	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓			
		MAR.	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓
		APR.	✓	✓	✓	H	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	
		MAY	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	✓	S	H	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓
		JUN.	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	
		JUL.	H	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓
		AUG.	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S
		SEP.	H	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	
		OCT.	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	H	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓
		NOV.	✓	S	✓	✓	✓	✓	✓	✓	S	✓	H	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	
		DEC.	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	✓	✓	✓	S	✓	✓	✓	H	✓	✓	S	✓	✓	✓

INC.	TITLE
	THE LEADER POST

REMINGTON RAND CAT. NO. 1-2005.1 EP 20039

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

Newspaper

Sample 12. Kardex card for a Daily

Sample 13. Kardex card for a Weekly

TITLE SPECTATOR FREQUENCY W DAY DUE 1 mo. late

PUBLISHER OR AGENT Dawson SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX ★

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	23	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1969		222	7332	7337	7341	7345	7349	7354	7358							
			7333	7338	7342	7346	7350	7355	7359							
			7334	7339	7343	7347	7351	7356	7360							
			7335	7340	7344	7348	7352	7357								
			7336	/	/	/	7353	/								
			1													
			2													
			3													
			4													
			5													
			1													
			2													
			3													
			4													
			5													

INC. TITLE

SPECTATOR

EP 20041

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

AP 4 .S7

TITLE NEW YORKER FREQUENCY W DAY DUE

PUBLISHER OR AGENT, Dawson SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX ★

YEAR	SER.	VOL.		JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1969		44	1	46/4	50/1	2/1	7/5	11/3	16/7								
			2	47/11	51/8	3/8	8/12	12/10	17/14								
			3	48/18	52/15	4/15	9/19	13/17	18/21								
			4	49/25	V.45	5/22	10/26	14/24									
			5	/	1/22	6/29	/	15/31									
			1														
			2														
			3														
			4														
			5														
			1														
			2														
			3														
			4														
			5														

INC. TITLE

NEW YORKER

KP 20041

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

AP 2 .N56

Sample 14. Kardex card for a Weekly recorded by number and date.

Sample 15. Kardex card for a semi-monthly

TITLE MEDICAL LETTER ON DRUGS AND FREQUENCY S.M. DATE DUE

PUBLISHER OR AGENT THERAPEUTICS SUBSCRIP. DATE

ADDRESS DAWSON M73880 NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED C.Y.O. in Thor. IN BINDERY

TITLE PAGE

INDEX Ref. Handbook on Reserve

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.		
1969		11.	1. 2.	3. 4.	5. 6.	7. 8.	9. 10	11₂								

Send to Thor. but do not include in Call no.

INC. TITLE THERAPEUTICS
MEDICAL LETTER ON DRUGS AND

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

EP 20040

RS 1 .M48

TITLE NUTRITION REVIEWS FREQUENCY M DATE DUE 1 mo. late

PUBLISHER OR AGENT DAWSON SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED 1966 2nd sub. IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1965		23	1	2	3	4	5	6	7	8	9	10	11	12		
1966		24	1	2	3	4	5	6	7	8	9	10	11	12		
1967		25	1	2	3	4	5	6	7	8	9	10	11	12		
1968		26	1	2	3	4	5	6	7	8	9	10	11	12		
1969		27	1	2	3	4	5									

INC. TITLE

NUTRITION REVIEWS

JAN FEB APR MAY JUN JUL AUG SEP OCT NOV DEC

EP 10040

(2) Vet. QP 141 .A1N

Sample 16. Kardex card for a monthly

TITLE MEDICAL CLINICS OF NORTH AMERICA FREQUENCY B/M DATE DUE

PUBLISHER OR AGENT DAWSON SUBSCRIP. DATE

ADDRESS W.B. Saunders Company NOS. PER VOL.

BOUND West Washington Square VOLS. PER YEAR

PREPARED Philadelphia 5, Pa. IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1963		47	1		2		3		4		5		6			
1964		48	1		2		3		4		5		6			
1965		49	1		2		3		4		5		6			
1966		50	1		2		3		4		5		6			
1967		51	1		2		3		4		5		6			
1968		52	1		2		3		4		5		6			
1969		53	1		2		3									

INC. TITLE AMERICA.

MEDICAL CLINICS OF NORTH

KP 20040

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

Add...not acc. Med. Serials

Sample 17. Kardex card for a bi-monthly

TITLE RENAISSANCE QUARTERLY FREQUENCY Q DATE DUE

PUBLISHER OR AGENT Includes Studies in Renaissance SUBSCRIP. DATE

ADDRESS Prev...Renaissance News NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED Dawson IN BINDERY

TITLE PAGE

INDEX ★

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1967		20	Spring (1)			Summer		(2)	Autumn		(3)	Winter		(4)		
1968		21	Spring (1)			Summer		(2)	Autumn		(3)	Winter		(4)		
1969		22	Spring (1)			Summer		(2)	Autumn		(3)	Winter		(4)		

INC. TITLE

RENAISSANCE QUARTERLY

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

EP 20040

CB 361 .A4R3

Sample 18. Kardex card for a quarterly

Sample 19. Kardex card for a semi-annual

TITLE WESTERN ONTARIO HISTORICAL NOTES FREQUENCY S/A DATE DUE

PUBLISHER OR AGENT University of Western Ontario SUBSCRIP. DATE

ADDRESS London, Ontario, Canada NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1962		18			1											
1963		19									2					
1964		20			1						2					
1965		21			1						2					
1966		22			1						2					
1967		23							1		Not Publ.					
1968		24			1						2					

INC. TITLE

WESTERN ONTARIO HISTORICAL NOTE

KP 20040

JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC

Shortt F 1056 .W527

25

TITLE ADVANCES IN PARASITOLOGY FREQUENCY A DATE DUE

PUBLISHER OR AGENT ACADEMIC PRESS SUBSCRIP. DATE

ADDRESS NOS. PER VOL.

BOUND VOLS. PER YEAR

PREPARED IN BINDERY

TITLE PAGE

INDEX

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1965		3		Rec'd Mar. '66												
1966		4		Rec'd 21.3.67												
1967		5		Rec'd Feb. '68												
1968		6		Rec'd Apr. '69												

INC. TITLE

ADVANCES IN PARASITOLOGY

Add. VET. QH 547 .A24

Sample 20. Kardex card for an annual

Sample 21. Kardex card for an irregular

TITLE ROYAL IRISH ACADEMY. PROCEEDINGS FREQUENCY IRREG DATE DUE

PUBLISHER OR AGENT Series A — SUBSCRIP. DATE — TITLE PAGE

ADDRESS — NOS. PER VOL.

BOUND BLACKWELL — VOLS. PER YEAR — INDEX Annual Report

PREPARED — IN BINDERY

YEAR	SER.	VOL.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	T.P.	I.
1965		64	1. 2	3	4.	5.	6								1964/65	
1966		64	7	8	9					10.						
1966		65					1.	2.							1965/66	
1967		65	3.	4.	5.	6.	7.	8.	9.	10.			11.			1966/67
1968		66	2.	3.	4.	5.	6.	7.								
1968		67									1.	2		3	1967/68	
1969		67			4.	5.										

INC. TITLE SERIES A

ROYAL IRISH ACADEMY. PROC.

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

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